

## OMAR BURLESON CONGRESSIONAL INTERN PROGRAM

Each intern will serve for one month, either June or July. A stipend of \$1,000 to apply toward expenses will be given at the end of the month served. Interns will be responsible for their own transportation to and from Washington, room and board, and expenses during their stay. The Congressman's office, of course, will be happy to work with them and assist in any way in making arrangements.

### APPLICATION

**Each applicant MUST file a formal application by January 4, 2002.** These may be obtained by writing the Omar Burleson Intern Foundation, P.O. Box 1057, Stamford, TX 79553, by calling (915) 773-3623, or by logging onto <http://www.house.gov/stenholm>. Applicants are responsible for completing the application, giving full information in response to the questions, and for obtaining the required references. Four copies of the APPLICANT REFERENCE FORM will accompany the application. The applicant should fill in his/her name at the top, date and sign the statement at the bottom of the form, and deliver or mail this form to each reference he/she has listed on the application. The person completing the form will then mail it directly to the Selection Committee. PLEASE NOTE that the Selection Committee will accept **ONLY** 4 letters of reference for each applicant. The references may include only one page of written comments along with the form, but letters or forms from more than the 4 requested persons cannot be considered by the Committee, and will not be included in their evaluation. One reference must be from the high school principal (if a student is the applicant) or the superintendent of schools (if the applicant is an educator). If an individual resume is submitted with the application, it must be limited to 2 pages or less. **STUDENTS ARE REQUIRED TO SUBMIT A TRANSCRIPT OF GRADES WITH THEIR APPLICATION.**

**SELECTION** will be left solely to the discretion of an eight person committee chaired by Raymond McDaniel, Jr. The other seven persons will be chosen to give representation to all areas throughout the 17th District. The selection will be made on the basis of applicant's academic or career accomplishments, character, interest in learning about the operation of our government, and participation in extracurricular or community affairs.

### ELIGIBILITY

All applicants must be 19 years of age by June 1, 2002.

#### Students:

1. Any student or graduate student who was enrolled during the preceding academic year at any of the four universities, seven colleges or technical institutes located in the 17th District, and who has registered to vote in the 17th District; or
2. Any student or graduate student who was enrolled during the preceding academic year at any accredited college, university or similar institution of higher learning wherever located, if that individual's home of record is within the 17th District; or

### Educators:

1. Any person who is a teacher, counselor or administrator in an elementary, middle, junior high, or high school within the 17th District during the preceding academic year; or
2. Any instructor, professor or administrator of any institution of higher learning within the 17th District. The individual must be involved actively in working with students in the furtherance of their education.

## **TIMETABLE**

**Applications MUST be postmarked by January 4, 2002.** Applications received with a later postmark will not be considered. Copies of these applications will be sent to the members of the Selection Committee by January 11. The members will select the finalists and notify all applicants of the selections by February 15. The finalists will be required to appear in a designated location in Abilene, at the applicant's expense, for a personal interview with the Selection Committee on Saturday, March 16, 2002. Finalists will be notified of the intern selections on March 16. The Congressman's Washington office will then be in touch with the interns in regard to plans for their month in Washington, D.C.

## **THE INTERNSHIP PROGRAM**

The purpose of the program is to provide a broad exposure to the various aspects of the workings of Congressman Stenholm's Washington, D.C. office, and to develop an understanding of what representing the 17th District in Congress requires from the Congressman and his staff. A related and equally important purpose is to give interns the chance to experience the many historic, cultural and social opportunities in the city.

### THE OFFICE:

House offices are small, consisting of three rooms with approximately 900 to 1200 square feet of floor space. There are 10 people on the staff and the close quarters require a spirit of cooperation and tolerance.

### DUTIES:

The particular responsibilities and duties vary depending on the intern's background and experience. A range of activities are provided, from legislative research to mass mailings.

Legislative activities are, of course, the main focus of the offices on Capitol Hill. Interns attend Committee and subcommittee hearings and markups, and observe floor debate in the House of Representatives and the Senate. In previous years, interns have researched and summarized pending legislative issues, compiled a comparison of Congressional voting records, and attended and reported on meetings for permanent staff members.

Constituent services are an important part of the work of a Congressional office, and interns are often asked to assist with constituent inquiries. This involves anything from contacting federal agencies, by telephone or letter, about a specific constituent problem, to providing information on pending legislation or government programs.

Interns also assist in the day-to-day operations of the office. This includes answering telephones and greeting visitors, processing mail, entering data into the computer system, proofreading outgoing letters and press releases, and making deliveries. There is usually also at least one mass mailing project a month, where everybody in the office pitches in to help with Xeroxing, collating, stapling, folding, stuffing, and sealing. (A former intern commented that “It’s good to be fast with a stapler!”)

One of the most educational aspects of the program is the opportunity to join the Congressman in certain activities. Among other things, previous interns appeared on the weekly radio show, attended the monthly Texas Delegation luncheon along with other Texas Congressmen and their guests, and accompanied the Congressman to some of his speeches.

#### SKILLS:

Correspondence with constituents, other Members, federal agencies, and state offices makes up a large part of the office activities. An ability to type is imperative, and previous office experience and the ability to compose business letters are helpful.

Good communications skills, both verbal and written, are an important asset. Interns interact with a number of people, on the telephone and in person, and have daily contact with staff members in close quarters. In these circumstances, the ability to communicate effectively and efficiently is helpful.

Perhaps the most important attributes an intern could bring to the Washington office are a lively interest in government and the legislative process, and a willingness to be flexible. As one former intern put it, “It was one of the most educational experiences of my life.....But go with an open mind. It’s a lot of work, but it’s fun.”

NOTE: It is suggested that you furnish those persons providing references with a copy of the above information, so that they may have a fuller understanding of the program.

## OMAR BURLESON CONGRESSIONAL INTERNSHIP APPLICATION

Name: Mr., Miss, Ms., Mrs. \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
(Street and Number) (City) (State) (Zip)

County of Permanent Residence: \_\_\_\_\_

Are you a registered voter? \_\_\_\_\_ In what Congressional District? \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Area Code) (Number) (Month-Day-Year)

### EDUCATIONAL INFORMATION

Please list institutions of higher learning attended:

<u>School</u>	<u>Years</u>	<u>Major</u>	<u>Degree Received</u>	<u>Date</u>
_____				
_____				
_____				
_____				

Present School Classification: \_\_\_\_\_

### EMPLOYMENT RECORD

<u>Employer</u>	<u>Job Description</u>	<u>Supervisor</u>	<u>Dates</u>
_____			
_____			
_____			
_____			

List any additional employment information on the back of this sheet.

List any special skills you have that would help qualify you for this internship.

Typing: \_\_\_\_\_ wpm

Computer skills: \_\_\_\_\_

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Please indicate career goals: \_\_\_\_\_

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Please list your school, community, and church activities. \_\_\_\_\_

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**References:** (We recommend two primarily academic, one character, and one business. One reference **must** be from the high school principal or superintendent of schools. Please note that the Selection Committee will accept **only** 4 references.)

<u>Name</u>	<u>Address</u>	<u>City, State and Zip</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please indicate your preference: June \_\_\_\_\_ July \_\_\_\_\_ Either \_\_\_\_\_

Please state, in your own words (200 or less), your reasons for applying for the internship and the benefits you expect to derive from the experience if you are chosen. Use the back of this sheet if necessary.

Please return this application  
and transcript by January 4, 2002 to:

Omar Burleson Intern Foundation  
P.O. Box 1057  
Stamford, TX 79553  
(915) 773-3623

## APPLICANT REFERENCE FORM

\_\_\_\_\_ has applied for an Omar Burleson Internship in the office of Congressman Charles W. Stenholm. In order that we may appraise his/her fitness for this position and the benefit he/she may derive from this experience, we would appreciate your candid evaluation, which will be held in confidence by the Selection Committee. Applications are due January 4, 2002. Please mail this reference before that date so that it may be considered with the application.

	Outstanding	Above Average	Average	Below Average	Unknown
Intelligence					
Motivation					
Character					
Leadership					
Maturity					
Quality of Written Expression					
Quality of Oral Expression					

Please make additional comments about the applicant's potential or personal qualities which you feel would be helpful in assessing his/her qualifications. Additional comments must be limited to one page only.

\_\_\_\_\_  
Title or position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Your institution, agency, or address

\_\_\_\_\_  
Please print full name

I hereby authorize the above named individual to communicate his/her evaluation of my qualifications for the Omar Burleson Congressional Internship to the Selection Committee, for its sole use, using whatever records he/she may have available. In addition, I authorize and instruct the Selection Committee to hold these references and evaluations in complete confidentiality, permitting no one, including myself, other than the Committee to examine them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

Please return this evaluation to:

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